


MEMORANDUM
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GOE
Agenda Item No. 6 (B)

TO: Honorable Natacha Seijas
and Members of the Governmental
Operations and Environment Committee

DATE: September 14, 2004

FROM: 
Kay M. Sullivan, Director
Clerk of the Board

SUBJECT: Approval of Commission
Committee Minutes

The following Clerk's Summary of Minutes is submitted by the Clerk of the Board for approval by the Governmental Operations and Environment Committee.

➤ JUNE 28, 2004

Attachment
KMS/msy



Stephen P. Clark
Government Center
111 N.W. 1st Street
Miami, FL 33128

CLERK'S SUMMARY OF
Meeting Minutes
Governmental Operations and Environment
Committee

Natacha Seijas (13), Chairperson; Jose "Pepe" Diaz (12), Vice Chairperson;
Commissioners Dorrin D. Rolle (2), Joe A. Martinez (11), Rebeca Sosa (6); and Javier
D. Souto (10)

Joint Workshop W/ Elections Subcommittee

Monday, June 28, 2004

10:00 AM

Commission Chambers

Members Present: Jose "Pepe" Diaz, Natacha Seijas.

Members Absent: Joe A. Martinez, Dorrin D. Rolle, Rebeca Sosa, Sen. Javier D. Souto.

Members Late: None.

Members Excused: None.

1A INVOCATION

1B PLEDGE OF ALLEGIANCE

1C ROLL CALL

Report: *Commissioner Seijas, as Chairperson of Governmental Operations and Environment Committee, Commissioner Ferguson, as Chairperson of the Elections Subcommittee, Commissioner Diaz of GOE Committee and Commissioner Moss of the Elections Subcommittee were present.*

In addition to the Committee members, the following staff were present: Assistant County Manager Alina Hudak, Assistant County Manager Pete Hernandez, Assistant County Attorney Murray Greenberg, Assistant County Attorney Susan Torres, and Deputy Clerks Doris Dickens and Mary Smith-York.

2 REPORT(S)

2A

041869 Report

PRESENTATION REGARDING PREPARATION FOR
UPCOMING AUGUST 31, 2004 ELECTION (Elections
Department)

Presented

Report: *Commissioner Seijas opened today's (6/28/04) Joint Workshop by introducing herself as Chairperson of the Governmental Operations and Environment (GOE) Committee and Commissioner Ferguson, as Chairperson of the Elections Subcommittee. She asked that both she and Commissioner Ferguson be listed as co-sponsors of the foregoing report.*

Continuing her introductory statement, Chairperson Seijas pointed out that the upcoming election was an important one because the President of the United States, representatives for the State and congressional delegation, Miami-Dade County's Mayor and several Board of County Commission representatives, including those for other local municipal governments and the Miami-Dade County School Board would be elected.

Chairperson Seijas invited the Supervisor of Elections, Ms. Constance Kaplan, to address the committee at this time, noting every effort must be made to ensure that the 2004 Elections process in Miami-Dade County runs flawlessly to restore public confidence in the voting process.

Ms. Constance A. Kaplan, Supervisor of Elections, began by expressing sincere appreciation to Commissioners Seijas, as Chairperson of the Governmental Operations and Environment Committee and Commissioner Ferguson, as Chairperson of the Elections Subcommittee, for convening today's (6/28/04) GOE Committee and Elections Subcommittee Joint Workshop which allowed her to provide an update on the preparations underway to ensure that the 2004 Elections process in Miami-Dade Elections Department runs smoothly.

Ms. Kaplan noted, for the record, that the Election Department had been reorganized to streamline the operations and to improve employees performance and morale. Ms. Kaplan advised that the August 31st countywide election was only 63 days away, and the November 2nd Presidential election was 128 days away. She initiated the

PowerPoint Presentation entitled "63 Days Prior to E-Day" highlighting the following important points:

- Number of registered voters in Miami-Dade County every two years since 2000
- Voter registration deadlines for each municipality's election
- Candidate qualifying information for each elected office
- An account of the verifying candidate/initiative signatures process
- Tasks performed by eight full-time and four seasonal employees working on Voter Outreach effort
- Media Plan – materials provided in three languages distributed through newspapers, radio and

television announcements and at local movie theaters

Poll Worker Recruitment

Registration Deadlines

Early Voting (Media roll-out July 30th)

Advertising on buses/MetroRail ("Democracy Depends On You – Vote August 31st ") {Media roll-out June 30} / ("How You Vote Will County And Be Counted") {Media roll-out July 10}

-Polling Places – ADA compliant, locked storage rooms, security alarms, 24-hour guards and/or security gates: 749 Precincts, 534 Polling Facilities

T.O. of Polling Place: Supervisor of Elections? Clerk and Election Specialist? Assistant Clerk? Inspector and Poll Deputy

Roving Administrative Troubleshooters available for all precincts

-Poll Worker Recruitment – One full-time employee and 26 seasonals working on recruitment

Account of how many workers are assigned to each poll worker position

-Poll Worker Training – Training began June 21st and will continue until the final make-up dates of August 17th – August 20th, 2004

-Election Specialist Training – those responsible for opening and closing the iVontronics and verifying voter registration issues are scheduled to attend a Train-the-Trainer class from July 12th

through August 20th, 2004

-Administrative Troubleshooter – trained staff roving through assigned precinct routes on Election

Day to assist with administrative/technical issues

Governmental Operations and Environment Committee

CLERK'S SUMMARY OF

Meeting Minutes

Monday, June 28, 2004

(110 County employees trained as ATSS assigned approximately 15 precincts each)

-Absentee Voting – preparation, verification, and mailing 60,000 Absentee Ballots was currently underway

Absentee Ballot Deadline Requirements

New Legislation – S.B. 2566 Effective July 1,

2004: Removes requirement that voters'

signatures on absentee ballots be witnessed.

-Early Voting – 14 sites confirmed; early voting starts August 16th – August 30th, 7 days/week from

11:00 a.m. to 7:00 p.m.

-Equipment Delivery – 25 seasonal employees load 30 trucks; 90 Solid Waste employees assist in delivery of equipment on August 24th – August 26th

-Distribution – 557 Election Specialists pick up supplies from 20 geographically-located centers on

Friday, August 27, 2004 between 3:00 p.m. and 7:00 p.m. (SPCC 7:00 a.m. – 5:00 p.m.)

-Election Central – highlighted duties and responsibilities of personnel located at the call centers

A demonstration of an election voting process was performed at this point in the presentation:

Commissioners participated in a hands-on mock election. (See Commissioners Reviewed

Equipment following presentation points for issues addressed)

-Ballot Preparation & Equipment Testing – scheduled dates for testing paper Absentee ballots, iVotronics, Logic and Accuracy for early voting, paper ballot, and iVotronic for election day

-Pre-Election Preparations:

Monday – 4:00 p.m.

Open iVotronic terminals at poll, print zero tapes, lock & seal terminals, contact Election Central to report completion

-Election Morning

Tuesday – 5:45 a.m.

Unlock terminals, contact Election Central to report successful opening, Open Polls at 7:00 a.m.

-Election Night

Tuesday – 7:00 p.m.

Close Polls; collect all votes on Master PEB from all iVotronics; print precinct Results Tapes; place Zero Tape, Results Tapes, Master PEB and Flash Cards in security bag and seal; post one Results Tape on precinct door; contact Election Central to report departure to the Collection

Center
-Collection Center
ES and Clerk return required items to Collection Center
Election staff transmits totals from precinct Master PEB via modem from Collection Center
-Election Tabulation
Election Night – Tuesday
Early voting, Absentee and Provisional Ballots, and iVotronic results merged
Results verified against Results Tape
Final results report produced for Supervisor of Elections
Election results certified immediately by Canvassing Board
Election certification form sent to the State via fax
-Post-Tabulation Process
Wednesday Morning
Election equipment collected, audit data collected, data stored as required by Florida Statutes
-Issues
Felon lists review
Verification of petition signatures
Emergency Management – contingency plan for weather
Amount of time needed to load complex ballot
Equipment pre-tested
Potential equipment pick-up on election evening analyzed
Logistics for
distribution of Absentee lists on election morning

COMMISSIONERS REVIEWED EQUIPMENT – Issues Addressed

Following Ms. Kaplan's explanation of the data printed on the zero tape, Commissioner Seijas inquired regarding the data referred to as the "odometer count" and its role, to which Mr. Donald Llopis, Acting Director of Elections, responded. He explained that the count would be displayed on the zero tape at the beginning and at the end of the voting process.

Regarding Commissioner Moss' inquiry pertaining to the "odometer" count functioning in the same manner as that of an automobile's odometer, Mr. Llopis stated that the machine's count was cleared out before every election and reset to zero. He explained that the number labeled "public count" reflected the number of votes cast at that day's elections whereas the "odometer count" only tracked whether or not the machine had been used for voting that day.

The commissioners raised concerns and requested clarification regarding the security of the zero tapes once the four signatures were attached and verified. In response, Ms. Kaplan stated that on Monday night, the zero tape was signed and dated, folded, and placed into the sealed PEB case that remains at the secured polling place with guards on duty. She confirmed that on Election morning, verification that the seal was intact from the night before was done. Ms. Kaplan explained that if the integrity of the seal was in question, a call would be immediately placed to Elections to resolve the issue.

In response to Commissioner Seijas' inquiry regarding the materials that are picked up by the Clerk on the Friday and taken home, Ms. Kaplan clarified that the items taken home by the Clerk were precinct supplies (Ballot Transfer Case; Voter Authorization Slips and Provisional Ballots; Clerk's Kit: Document Folder, Precinct Registers, Activator Cases, Check-in Table Signs, Sample Ballots, Quick-Reference Guides, and Election Board Name Tags; Ballot Supply Box: Polling Place Signs, Telephone, Adhesive Tape, 50 ft. Rope, Outlet Tester, iVotronic Batteries, Activator Apron, and Demonstration Books; Laptop), not any of the voting equipment. Commissioner Ferguson asked to be provided a list of materials that were taken home by the Clerks on Friday night.

Responding to Commissioner Ferguson's concern regarding the integrity of the person's word who verified the zero tape count, Ms. Kaplan stated that the tapes were verified by both the Clerk and the ES, and backed up further by the Administrative Troubleshooters (ATS). Commissioner Ferguson requested a written report from the Supervisor of Elections outlining steps in place to verify that the zero tape printout from all iVotronic terminals opened on E-Day displayed a zero (0) count for all races.

Commissioner Seijas asked that bilingual audio messages be played urging all voters to be patient and to listen carefully for the language they were most familiar with before voting. Commissioner Seijas also asked that appropriate signs be posted in conspicuous locations in all precincts listing all ADA accessible precincts places opened for disabled voters.

Commissioner Seijas asked that voters be informed the tabulation process could be observed by the general public at all precincts after 7:00 p.m. She asked that adequate security be provided to limit the number of poll watchers allowed into each precinct pursuant to the Miami-Dade County's Zoning Code.

Chairperson Seijas and Commissioner Diaz inquired regarding the "coded count" not appearing on the tape printed prior to voting, but appearing with a 0 on the tape printed after the machine was closed to voting. In response, Mr. Ken Carbullido, Senior Vice President of Software Services-ES&S explained that the "coded count" was disabled on the iVontronics within the State of Florida because the count tracked the provisional ballots cast, and Florida voters were only able to provisional votes manually using paper ballots. Commissioner Seijas asked that a report be presented at the next GOE Committee meeting scheduled for July 20, 2004, explaining why the feature available on iVotronic terminals to track codes on provisional ballots appeared on the printout at the end of the voting process, but did not appear on the zero (0) printout tape at the beginning of the process.

Regarding the issue of transporting the voting machines back to Election Central, Commissioner Ferguson asked that a cost analysis be provided at the July 20, 2004 GOE Committee meeting reflecting the cost of transporting all iVotronic voting machines to the Elections Department's Central Office (warehouse) on election night versus the cost of securing the machines at the various precincts and transporting them to the warehouse over a three to four day period. She also asked to be provided a copy of a detailed itemized list of the type of security measures available at each polling place.

Commissioner Ferguson asked that a report be provided at the July 20, 2004 GOE Committee meeting outlining a step-by-step process to be used to incorporate the media plan shown on pages 8 & 9 of the presentation made by Constance Kaplan, Supervisor of Elections, at the June 28, 2004 Joint GOE/Elections Subcommittee Workshop entitled, "Summary – 63 Days Prior to E-Day." She also asked that a specific plan be provided identifying strategies to be used to restore voter confidence and to ensure that every vote was counted.

Following Ms. Kaplan's explanation of the current media plan, Commissioner Seijas asked that a report be provided identifying the contributions made by each of the local media outlets in terms of Public Service Announcements and other advertisements.

Commissioner Ferguson asked that a more realistic timeframe(s) be provided as to when the results (100%) from all precincts would be tabulated, validated and made available to the general public in response to Ms. Kaplan's statement that the goal was to have the results tabulated and made available by approximately 11:30 p.m. the night of an election,

Regarding the audit function and those reporting methods that Senior Vice President of ES&S Services, Kenneth Carbullido, indicated were not certified but should be certified by the Florida Division of Elections before July 9, 2004, Commissioner Ferguson asked that staff identify other replacement firmware/software available to Miami-Dade County.

Commissioner Ferguson asked that representatives from Elections Systems & Software (ES&S); the Supervisor of Elections and representatives from Miami-Dade County's Elections, E-Gov, and Audit and Management Services Departments; and Professor Douglas Jones, University of Iowa convene as a group, develop a unified plan that was agreeable to all of the participants involved, and present that plan at the July 20, 2004 GOE Committee meeting. She noted this plan should be designed to ensure that all votes cast for each election were tabulated accurately, and that certified audit reporting systems and methods were in place to verify and validate the tabulations, beginning with the August 31, 2004 Election.

Commissioner Seijas, as Chairperson of the GOE Committee and Commissioner Ferguson, as Chairperson of the Elections Subcommittee, asked that Supervisor of Elections, Constance Kaplan, to assign media specialists to handle press releases or media blitzes after her current commitment was fulfilled, and that Ms. Kaplan focus on overseeing the internal processes needed to ensure that the 2004 Elections run smoothly.

Commissioner Moss asked Supervisor of

Elections, Constance Kaplan, to develop a rallying theme to recruit new registered voters before the August 31, 2004 Elections. He also asked that Ms. Kaplan and her staff together with other experts identify and correct potential problems with the iVotronic voting machines and the audit function by conducting a preliminary test of the entire voting process before August 31st.

Commissioner Seijas, as Chairperson of GOE Committee, and Commissioner Ferguson, as Chairperson of the Elections Subcommittee, asked that responses be provided to each of the requests made at the June 28, 2004 meeting. She advised that if any of the requests were addressed in the presentation and/or supporting booklets already provided to GOE and Elections Subcommittee members, they asked that reference be made to title of document and the page number containing the information.

Mr. Ken Carbullido, Senior Vice President Software Services ES&S, stated in conclusion that ES&S would absolutely participate in the forum proposed by Commissioner Ferguson. He expressed confidence in being able to develop a unified, comprehensive plan.

Regarding Commissioner Seijas' request for a financial statement, Mr. Allan J. Benek, Vice President Client Services ES&S, stated a request for a proposed financial plan had been made to Miami-Dade County and ES&S would not charge for those services that are required to assist with the serial upload.

3 ADJOURNMENT

Report: *There being no further business to come before the Joint GOE Committee / Elections Subcommittee members, the workshop was adjourned at 1:58 p.m.*